DOCUMENT RESUME

ED 222 218 JC 820 478

AUTHOR Moyer, Ruth A.
TITLE SSC 254 Screen-Based Word Processors: Production Tests. The Lanier Word Processor.
INSTITUTION Trident Technical Coll., Charleston, S.C.
PUB DATE [82]
NOTE 28p.; One of four modules used in Trident Technical College's Secretarial Science Instructional Lab. For other modules, see JC 820 477-480.

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS Community Colleges; *Equipment Utilization; Learning Laboratories; *Office Occupations Education; Two Year Colleges; *Word Processing
IDENTIFIERS *Lanier Word Processor

ABSTRACT

Designed for use in Trident Technical College's Secretarial Lab, this series of 12 production tests focuses on the use of the Lanier Word Processor for a variety of tasks. In tests 1 and 2, students are required to type and print out letters. Tests 3 through 8 require students to reformat a text; make corrections on a letter; divide and combine paragraphs; resequence paragraphs and lists; center, underscore, and capitalize; and create right-justified margins. Tests 9 through 11 focus on the use of diskettes, instructing students to enter a two-page text onto the diskette, transfer materials from diskette to diskette, and insert additional material onto a pre-recorded diskette. Finally, test 12 requires students to use a "list/merge" program to insert variable information. An introduction to the Secretarial Science Instructional Laboratory, describing its purpose, operations, equipment, independent study opportunities, testing center functions, and benefits, is included. (AYC)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED222218

SSC 254 SCREEN BASED WORD PROCESSORS
PRODUCTION TESTS, The Lanier Word Processor

Ruth A. Moyer
Trident Technical College
Charleston, South Carolina

JC 820 478

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

R. A. Moyer

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

This document has been reproduced as received from the person or organization originating it.

X Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

TRIDENT TECHNICAL COLLEGE
SECRETARIAL SCIENCE INSTRUCTIONAL LAB

The TTC Secretarial Science Instructional Lab has been in operation since 1979. The lab is a converted conference room, and, therefore, it is small. The room will house 30 students at full capacity. When its small size is considered, the fact that there were over 8,000 recorded student visits in 1981 becomes amazing.

Purpose of the Lab

Students now have the opportunity for practice outside the classroom, for review of classroom instruction, and, to a limited degree, for testing on demand.

Operation of the Lab

The lab is open from 9 a.m. until 9:45 p.m. weekdays and on Saturday morning. Second-year students are hired as paraprofessionals. They provide support by assisting students with problems they may have in completing their assignments, by proctoring tests, by monitoring equipment and media, and by completing clerical tasks for the faculty. The paraprofessionals are trained on all audiovisual and office equipment which is available in the lab.

Equipment Availability

In addition to typewriters, students have access to calculators, word processors, data entry equipment, and transcription machines. Copies of all media used in the classroom are available for students in the lab. A videotape unit, several slide/tape machines, and audiotape players are also provided for students.

Independent Study Opportunities

Presently, because there are limited numbers of word processors and data entry equipment available for student training and since curriculum students and continuing education students must share the equipment, they learn to operate these machines using self-instructional packets. Appointment schedules are maintained in the lab, and paraprofessionals monitor and assist students who are taking these courses.

Testing Center Functions

Faculty members may leave testing materials in envelopes for students. If a student misses class on a test day or needs a retest, valuable classroom or teacher time is not spent in taking care of this testing. Completed tests are placed in the instructors' mailboxes.

Charleston has several large military bases, and Civil Service shorthand and typing tests are provided free of charge in the lab. Lab para-professionals proctor these tests and prepare documentation of test results. Some testing for state civil service is also done.

Tests for certain courses may be taken on demand. Standardized testing instruments are on file in the lab for most courses.

Benefits of the Lab

Faculty offices are adjacent to the lab and increased faculty-student contact has been one positive result of the lab. The faculty believes that students now have a fairer chance of succeeding, since those students who cannot afford a typewriter now have access to one. An increase in the percentage of students who start Secretarial Science programs and who finish has been noted. We believe this can partially be attributed to the lab.

Materials Available

The following self-instructional packets are on file in the lab:

IBM Mag Card II Typewriter
IBM Electronic 75 Typewriter
IBM 3742 Data Entry Stations
Lanier Word Processor

SSC 254 Screen Based Word Processors
Production Test 1, the Lanier Word Processor

-Directions-

1. Record the letter that is on the following page on the typewriter.

2. Ask your teacher to observe while you instruct the Screen to print out the letter.

SSC 254 - Production Test 1

Mr. James P. Farbiss
Supplies Representatives, Inc.
555 East Monmouth Avenue
San Diego, CA 90167

Dear Mr. Farbiss

The process of selecting a new dealer representative for our products is now complete. We regret to inform you that your company was not selected.

We were impressed with the high caliber of your proposal. We were truly in the position of having to select from among exceptional firms. Many of the firms could have met our needs and expectations. The interview sessions were lively and helped to increase our own knowledge of product representatives. We hope the sessions were helpful to you as well.

Thank you for your interest in representing our company and for the time you took to come and visit us.

Sincerely,

T. Amos Frasier
Sales Manager

TAF:xx

SSC 254 Screen Based Word Processors
Production Test 2, the Lanier Word Processor

-Directions-

1. Record the letter that is on the following page on the typewriter.

2. Memorize the letter onto the file.

3. Ask your teacher to observe while you instruct the File to print out the letter.

SSC 254 - Production Test 2

(Today's Date)

Mr. James Davis
Supplies Representatives, Inc.
800 East Belview Avenue
Akron, Ohio 23456

Dear Mr. Davis

The process of selecting a new dealer representative for our products is now complete. We regret to inform you that your company was not selected.

We were impressed with the high caliber of your proposal. We were truly in the position of having to select from among exceptional firms. Many of the firms could have met our needs and expectations. The interview sessions were lively and helped to increase our own knowledge of product representatives. We hope the sessions were helpful to you as well.

Thank you for your interest in representing our company and for the time you took to come and visit us.

Sincerely,

T. Amos Frazier
Sales Manager

TAF:xx

SSC 254 Screen Based Word Processors
Production Test 3, the Lanier Word Processor

-Directions-

1. Reformat the page width to 128. Set margins at 5 and 120.

2. Key in the paragraph shown on the following page.

3. Insert a piece of paper into the printer lengthwise and play back one copy of the paragraph.

The number of WP management positions found within an organization will depend on the size of the company and the total number of WP employees. Very large organizations with many offices may employ as many as three different levels of WP management positions including a WP manager, supervisors of either correspondence centers or administrative support groups, and a systems analyst. Smaller companies may have only one WP management employee. The following discussion explains the duties of the three typical WP management employees.

SSC 254 Screen Based Word Processors
Production Test 4, the Lanier Word Processor

-Directions-

1. Type the letter shown on the following page, exactly as shown.

2. Print out one copy from the screen.

3. Make the revisions as indicated. Note: The revision was double spaced so that you could easily see the corrections. Do not double space your letter.

4. Print out one copy of the revised letter.

SSC 254 - Production Test 4

(Today's date)

Mr. Leroy Jackson
555 Franklin Street
Richmond, VA 24354

Dear Mr. Jackson:

Yesterday I looked at your coarse record and saw that no grades have been posted for you in the past 4 months. You will appreciate why I am concerned about this interuption in your work, Mr. Jackson.

The same home study program you enrolled in has made it possible for many of our students to earn the full cost of tuition many times over in a single year. Did you no that many of our students increase there earnings over 50% while still studying. Are school alone cant claim the credit; the individual student does his or her share by completing lessons regularly.

How do our students acheive success? They move ahead on a regular schedule.

I am sure that you will find you next assignment easy to complete if you start studying now.

Very Sincerely yours,

John P. Sherman
Educational Director

Mr. Leroy Jackson
555 Franklin Street
Richmond, VA 24354

Dear Mr. Jackson:

Yesterday I looked at your ~~course~~ course record and saw that no grades have been posted for you in the past ~~4~~ four months. You will appreciate why I am concerned about this interruption in your work, Mr. Jackson.

The same home study program you enrolled in has ~~made it possible for~~ enabled many of our students to earn the full cost of tuition many times over in a single year. Did you ~~no~~ know that many of our students increase ~~there~~ their earnings over 50% percent while still studying. ~~Are~~ Our school alone can't claim the credit; the individual student does his or her share by completing lessons regularly. They don't just think about studying--they study

How do our students acheive success? They move ahead on a regular schedule.

I am sure that you will find your next assignment easy to complete if you start studying now. Do mail it to us soon.

Very Sincerely yours,

John P. Sherman
Educational Director

SSC 254 Screen Based Word Processors
Production Test 5, the Lanier Word Processor

-Directions-

1. Type the copy on the following page exactly as it is shown.
2. Print one copy of the paragraphs.
3. Divide and combine the paragraphs as shown on the revision.
4. Play back the revised paragraphs.

There are two major WP categories--centralized WP and decentralized WP. Centralized WP is a system of grouping secretarial employees in correspondence groups and administrative groups to support the typing and administrative needs of large groups of principals. A group of correspondence specialists supports the typing needs of a large group of principals who may work on several different floors and in several different departments. A separate group of administrative personnel is placed nearer principals and is responsible for nontyping assignments.

Centralized WP, until recently, was the most popular WP system. Through the years, however, many companies have changed to decentralized WP systems. Decentralized WP also divides the duties of personnel into either correspondence or administrative groups but does so on a smaller scale, supporting fewer principals.

There are two major WP categories--centralized WP and decentralized WP. Centralized WP is a system of grouping secretarial employees in correspondence groups and administrative groups to support the typing and administrative needs of large groups of principals. A group of correspondence specialists supports the typing needs of a large group of principals who may work on several different floors and in several different departments. A separate group of administrative personnel is placed nearer principals and is responsible for nontyping assignments.

Make a new paragraph here.

Combine these two paragraphs

Centralized WP, until recently, was the most popular WP system. Through the years, however, many companies have changed to decentralized WP systems. Decentralized WP also divides the duties of personnel into either correspondence or administrative groups but does so on a smaller scale, supporting fewer principals.

SSC 254 Screen Based Word Processors
Production Test 6, the Lanier Word Processor

-Directions-

1. Type the three paragraphs shown on the following page.

2. Print out one copy of the paragraphs.

3. Move paragraph 3 to the top of the page.

4. Move paragraph 1 to the end of the page.

5. Move the second item in the enumeration so that it appears as the last item in the enumeration.

6. Set the linespace control for double spacing for the new paragraphs 1 and 3. Force the machine to maintain single spacing for the enumeration (see page ____ in the Lanier Manual).

7. Print out a copy of the revised paragraphs.

SSC 254 - Production Test 6

CENTRALIZED DICTATION SYSTEMS

Centralized systems have additional facility (usually optional) called the controller or supervisor's console or monitor. This unique piece of equipment helps the supervisor manage the workflow and provides a record of the dictation being transcribed. With the console, input can be channeled to the correspondence secretary, who will provide the fastest turnaround time. Also, communication between the authors and the supervisor is facilitated. The console may be a separate piece of equipment connected to the recorder, or it may be combined with the recorder as one piece of equipment.

Centralized dictation systems are composed of several parts:

--The Dictation Station, which is the unit into which the author dictates.

--The Transcription Machine which is used to play back the recorded material.

--The Recorder which records the dictation onto media.

With centralized dictation systems, all dictation is recorded in a central location, referred to as the transcription area. Although all dictation is fed into the central transcription area, it originates at many different locations throughout the building.

SSC 254 Screen Based Word Processors
Production Test 7, the Lanier Work Processor

-Directions-

1. Center the words "Trident Technical College".
2. Center and type in all caps the words "OFFICE MACHINES II".
3. Center your name and Social Security number using the Screen Uppercase feature on the machine.
4. Center and underscore the words "Lanier Word Processor" using the Screen Underscore feature of the typewriter.
5. Play out one copy of the centered words (on the same piece of paper).

SSC 254 Screen Based Word Processors
Production Test 8, the Lanier Word Processor

-Directions-

1. Type the paragraphs given on the following page.
2. Justify the right margin.
3. Play out one copy and turn in to your instructor.

SSC 254 - Production Test 8

The visual display text editor is a sophisticated typewriter. It looks similar to a TV screen with a keyboard attached to it. One of the first types of visual display screens was the cathode ray tube (abbreviated CRT). The term "CRT standalone" is often used to describe the combination of a text-editing typewriter and a visual display screen. The main parts of a visual display text editor are the visual display terminal, the electronic keyboard, the recording and storage medium, the logic/intelligence, and the output printer.

As the operator keyboards, the copy is displayed on the screen. This allows the operator to visualize the entire document as it is being prepared, spot errors, make insertions, and rearrange copy--all before it is committed to paper or recorded on the magnetic medium. A pointer, called a cursor, indicates the place of action (position of text entry) on the screen. Once all editing is completed, copy is transferred from the screen to the recording medium or memory for storage. As this transfer is made, the lines "scroll" off the screen. When the copy is to be printed, playback occurs from an attached printer. The kind of printer used with the visual display text editor varies with each model. Some printers can print at speeds ranging to 540 wam or higher.

SSC 254 Screen Based Word Processors
Production Test 9, the Lanier Word Processor

-Directions-

1. **Type the two pages given on the next page.**

2. **File onto the diskette using the label "PROD/SUC".**

3. **Ask your instructor to check your index. It should appear in the index as follows:**

PROD/SUC
PROD/SUC.1

SSC 254 - Production Test 9

First page: WORD ORIGINATORS

One who originates or creates words is called any of the following: author, user, principal, dictator, or word originator. These terms will purposely be used interchangeable so you can become familiar with word processing terminology.

Word originators can be at any position on the organization chart, including the various management levels. They are often referred to as executives or managers. But it should be noted that a person who dictates a letter does not necessarily manage other people. Word originators have one thing in common: they initiate paperwork.

At the time a company implements word processing, the secretarial staff may be reorganized into teams. Each user who previously had an individual secretary will now be sharing the services of a secretarial team with other users. Upon losing a personal secretary, the principal often feels a loss of status. The top managers of the firm, therefore, must set an example and support the word processing concept before it can be accepted and used by other principals.

Second page: CORRESPONDENCE SECRETARIES

The person who performs the typing and transcribing functions is called one of the following: correspondence secretary, word processing secretary, word processing specialist, correspondence or document specialist, word processing operator, power typist, magnetic keyboard specialist, or transcription specialist. You should be familiar with all these titles.

The correspondence secretary's main function is to transcribe the copy dictated or written by the word originator. This involves keyboarding the copy at rough-draft speed, proofreading and correcting typing errors, and editing the copy to ensure that all is grammatically correct. Once all is correct, the copy is played back as output for the principal to use.

SSC 254 Screen Based Word Processors
Production Test 10, the Lanier Word Processor

-Directions-

1. Request the pre-recorded diskette from your instructor.
2. Copy the contents of the diskette onto your diskette.
3. Delete the page marked "OFFMACH" from your diskette.
4. Ask your instructor to check your index.

SSC 254 Screen Based Word Processors
Production Test 11, the Lanier Word Processor

-Directions-

1. Ask for the pre-recorded diskette.

2. Duplicate the information contained on the pre-recorded diskette onto your diskette.

3. Type the following paragraphs.

4. File the page you have typed onto the diskette under the name "INSERT".

5. Insert the page you have typed between the pages labeled PG1 and PG2.

6. Ask your instructor to check your file index. The index should appear as follows.

PG1
INSERT
PG1.1

A shared logic text-editing system in which each station has its own intelligence or logic is labeled "distributed logic." Some components, however, such as printing and storage are shared. Each terminal has its own microprocessor, which is housed inside the terminal. These terminals are called "smart" or "intelligent" terminals. Smart terminals may also be arranged in small clusters for companies that prefer this arrangement.

A shared logic text-editing system may interface with OCR, microfiling and phototypesetting equipment. Because they are connected to computer logic, shared logic text editors also have access to data processing functions. Advanced technology is bridging the gap between standalone text editors and minicomputers as logic units.

SSC 254 Screen Based Word Processors
Production Test 12, the Lanier Word Processor

-Directions-

1. Program the machine with the List/Merge program.

2. Record the letter shown on the following page with the Tab-to-Block feature of the machine where the variable information would be inserted.

3. Record the list of variables.

4. Play back the 3 letters.

SSC 254 - Production Test 12

(Today's date)

Dear

We are proud to announce a new Annuity Program for professional people. Enclosed you will find a brochure describing the new program.

We look forward to discussing these investment opportunity with you. Mr. Jim Smith, your representative, will be calling you in the near future for an appointment.

Sincerely yours

Mary Baldwin
Vice-President, Marketing

MA:xxx

Enclosure

LIST OF VARIABLES

Mr. Danny T. Compton
643 Lexington Rd.
Austin, TX 78731

Mrs. Julia J. Jones
600 W 7th Avenue
Austin, TX 78701

Miss Audrey R. Hernandez
1120 Smoky Mtn. Dr.
Austin, TX 78759

ERIC Clearinghouse for Junior Colleges
96 Powell Library Building
University of California
Los Angeles, California 90024

NOV 26 1982